

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1324

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

COASTAL STATE UNIVERSITY / DIVISION OF ACADEMIC AFFAIRS / COLLEGE OF ALLIED HEALTH SCIENCES AND PHYSICAL EDUCATION / DEPARTMENT OF OCCUPATIONAL THERAPY

AGENCY

DIVISION

Item No.	Description	Retention
1.	Budget File contains all records relating to department budget, including time sheets.	Will retain purchase orders indefinitely for reference purposes; will retain all others for (5) years then destroy.
2.	Communications File contains correspondence with University officers and faculty, outside agencies and individuals.	Will retain (5) years, screen and destroy routine correspondence, transfer to the TSU Archives.
3.	Meetings File contains agendas and minutes of faculty meetings.	Will retain (5) years, then transfer to the TSU Archives.
4.	Curriculum File contains records pertaining to curricular proposals, schedules and book orders.	Will retain records relating to approved proposals until course removed from curriculum, retain other records (5) years, then destroy.
	Students File contains all student records, waiting and candidates lists, practica, and internship records.	Will retain major records indefinitely after graduation as our alumni file; grade sheets will be retained for (5) years, practica and internship for (3) years; then destroy.
6.	Faculty File contains records relating to promotion and tenure, student evaluations, salary, sabbaticals, recruiting and sick leave.	Will retain records relating to promotion and tenure, sick leave, sabbaticals until (5) years after resignation or retirement of faculty members will retain records relating to salary and recruiting for (5) years, then destroy.
7.	Accreditation File contains materials pertaining to the re-accreditation of the department (every 5 - 7 years)	Will retain records for (15) years, then send to the TSU Archives.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

4/17/80 *[Signature]*
Date Signature Title

1/12/91 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)SCHEDULE
NO. 1324PAGE
NO. 2 of 2

TOWSON STATE UNIVERSITY - Occupational Therapy Department

Item No.	Description	Retention
8.	Liability Insurance Lists of students covered by State liability insurance.	Retain for (5) years; send to the TSU Archives.
9.	Part Time Faculty File contains vitae, transcripts, faculty contracts, correspondence, student evaluations.	Will retain (15) years then send to the TSU Archives.

